

April 26, 2002

NWM 10.2002

MEMORANDUM TO AGENCY RECORDS OFFICERS, CHIEF INFORMATION OFFICERS, AND INFORMATION RESOURCES MANAGERS: Request for comment on Proposed NARA guidance on new transfer standards for electronic records.

As many of you know, NARA is working with OMB to implement the President's Management Agenda's expanded electronic government initiative. NARA has been designated as the managing partner for the Electronic Records Management [ERM] initiative, one of the twenty-four e-gov initiatives. As confirmed by records management community-at-large in an April 3 public meeting, one issue area to be addressed by the ERM initiative is "transfer of permanent e-records to NARA."

As the next step in the work on this issue area, NARA has begun discussions with Federal agencies in an effort to identify additional electronic record application classes for transfer of permanent records to NARA. NARA's current transfer standards requirements for electronic records can be found in 36 CFR 1228.270.

To facilitate the transfer of additional types of permanent electronic records into the National Archives, we need agencies to identify the three data formats for which NARA transfer guidance is most critical to the agency. We have identified the following six formats as those for which agency staff have expressed the most interest:

- born-digital images (i.e., digital photography)
- email with attachments
- GIS records
- PDF
- scanned images
- web records

Please let us know the three highest priority data formats from this list, or identify other high-priority formats in which your agency has created permanent records. Send your list via email to records.mgt@nara.gov by May 10, 2002. We will compile the suggestions and meet to discuss next steps.

NARA is looking for agency partners on this transfer format project. To be a partner, the agency must be willing to commit staff or other resources to work with us on developing the guidance. One way to do this is to commit to send "test" transfers of the electronic records formats identified via this process to NARA at a later point in time this fiscal year as the ERM initiative progresses. If you currently have electronic records in any of these previously identified six formats, and would like to participate in a test transfer of those previously identified classes of electronic records, please let us know by May 31.

I look forward to receiving your list of priority formats for electronic records, as well as nominations for participating partners and possible test transfers. If you have any other questions regarding this memo, please contact Merisue D'Achille at 301-837-1642 or via email at merisue.dachille@nara.gov. We will keep you informed of the progress of our work on this initiative.

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